

SACRAMENTO SAFETY COMMITTEE MEETING SUMMARY

**Wednesday, June 19, 2002
1001 I St., Conference Room 550
1:30 pm**

Attendees

Those who attended:

Donald Taylor, Linda Harvey, Susan Paul, Diane Johnston, Julie Solomon, Anne Shelby, Brent Takemoto, Terri Peterson, Theresa Anderson, Katherine Akins, and Cindy Francisco

Review of Cal/OSHA Log 300

The current Cal/OSHA Log 300 was distributed. Six claims have been filed so far this year.

ARB Nominations for the 2001 Governor's Employee Safety Award

No nominations were submitted this year.

Form Revisions

HS 003 "Toxic Exposure Record" and HS 002 "ARB New Employee Health & Safety Check List" were distributed and comments requested.

Office of Emergency Services (OES) Request for Information

The OES has requested several documents: Emergency Action Plans, Operational Recovery Plans, Workplace Violence Protection Plan, Crime Prevention Plans and the Injury and Illness Prevention Plan (IIPP). The IIPP Manual is currently being revised, it is hoped that the committee will be able to review it before it is finalized.

New Items on the "Safety" Webpage

New information has been added to the current Safety Webpage on ARB's Intranet.

Purpose of Safety Meeting Ideas

The purpose of the monthly distribution of safety meeting ideas to managers and supervisors is to provide them a vehicle to discuss safety with their employees. It also provides the opportunity to pass on helpful information to staff. Managers are to have employees sign the attached Form HS 001 "Safety Meeting Report" and keep on file for one year.

Mercury Spill Incident in MLD

There was a mercury spill in MLD's 14th and S Street building. The room that the incident occurred was cleaned professionally and now has been determined to be at a safe level. The equipment that caused the spill will no longer be used and has been removed from the workplace.

Annual Drills

As of date only 1001 I Street and 1900 14th Street is the only building that Cindy is aware of that has had the annual emergency evacuation drill. A drill is required once a year.

1001 I Street Concerns

- The area outside the building where the west stairwell feeds to has been equipped to allow smoking in that area. Concern has risen about the fact that there is a gas valve in the area. The Fire Department and PG&E were contacted and it was determined that no code has been violated and nor is there increased fire or explosion danger in the area. However, a barrier will be installed to prevent anyone from standing near the valve. A question has also been raised about intake vents in the area. That issue was taken into consideration and it is believed that it does not present a problem.
- There was a request to add first aid supplies to the orange backpacks for Floor Emergency Coordinators (FEC). Cindy will investigate the best means to add these items, such as bandaids, compresses, etc. She will send additional CPR microshields to FECs.
- Use of service elevators is limited to only authorized persons. Authorized persons have keycard access permission to use the service elevators.
- Temporary badges issued by Property Management were thought to allow access until 6:00 pm. It was reported that access stops at 5:30 pm. Anne Shelby will investigate the matter.

Next Meeting

Wednesday, October 2, 2002 at 1001 I Street, Conference Room 550.